

REQUEST FOR COUNCIL ACTION

MEETING

DATE: 2/19/03

33 -

AGENDA SECTION: Consent	ORIGINATING DEPT: Human Resources	ITEM NO. D-14
ITEM DESCRIPTION: City Personnel Policy Revision: Vacation		PREPARED BY: Linda Gilsrud

The Personnel Advisory Committee (PAC) met on Thursday, February 6, to review a proposed revision of the City's Vacation Policy. The PAC voted to recommend the adoption of the new policy by the Common Council.

The revised policy provides for the following:

- A vacation cap of two times an employee's annual vacation accrual will be applied after the last pay date in December 2003 and each December thereafter. Saved vacation available before 12/31/02 is available for use by employees who had balances, but no more vacation can be transferred to saved after 1/1/03. The application of a calendar year cap rather than an anniversary date cap will relieve payroll staff of a ongoing administrative adjustments occupying far too many hours because of the inability of JDE to recognize anniversary date rollovers and the multiple vacation accrual schedules related to 18 collective bargaining and meet and confer groups. An example of the two times calculation is shown below:

<u>Length of Employment</u>	<u>Annual Vacation Accrual</u>	<u>Vacation Cap</u>
1-3 Years	3 weeks	6 weeks

The revised vacation cap calculation does not include a doubling of vacation in lieu of holidays, "buffers", or "cushions" that are awarded to some of the bargaining groups nor does the policy change annual vacation accrual for any group.

- City employees are requested to give notice to their department head, manager, or supervisor at least two weeks prior to termination for nonexempt employees and at least four weeks prior to termination for exempt employees.

Council Action Requested:

Approval of the revised Vacation Personnel Policy as recommended by the PAC

COUNCIL ACTION: Motion by: _____ Second by: _____ to:

34